



# City of Northfield

City Hall  
801 Washington Street  
Northfield, MN 55057  
ci.northfield.mn.us

## Meeting Minutes - Final City Council

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Tuesday, September 19, 2017

6:00 PM

Council Chambers

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### 6:00 PM - REGULAR AGENDA CALL TO ORDER

*Mayor Pownell called the meeting to order at 6:00 pm.*

**Present:** 6 - Council Member Greg Colby, Council Member David DeLong, Council Member Brad Ness, Council Member Jessica Peterson White, Council Member Erica Zweifel, and Mayor Rhonda Pownell

**Absent:** 1 - Council Member Suzie Nakasian

### APPROVAL OF AGENDA

*Mayor Pownell suggested moving items 17 & 18 to the first items on the regular agenda.*

**A motion was made by Council Member Peterson White, seconded by Council Member Colby, to approve the agenda with the changes noted of moving items 17 & 18 to be the first items on the regular agenda. The motion carried by the following vote:**

**Yes:** 6 - C. Colby, C. DeLong, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

### APPROVAL OF MINUTES

1. [17-1009](#)

**A motion was made by Council Member Peterson White, seconded by Council Member Colby, to approve the September 5, 2017 City Council Meeting Minutes. The motion carried by the following vote:**

**Yes:** 6 - C. Colby, C. DeLong, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

### PRESENTATIONS

2. [17-1010](#)

Northfield Historical Society Report & Funding Request.

*Cathy Osterman, Northfield Historical Society, presented information on Northfield Historical Society activities in 2017 and proposed items for 2018. Ms. Osterman and City Administrator Martig answered questions posed by Council.*

### CONSENT AGENDA

*City Administrator Martig introduced the items on the consent agenda.*

**A motion was made by Council Member Peterson White, seconded by Council**

**Member Ness, to approve the items on the consent agenda. The motion carried by the following vote:**

**Yes:** 6 - C. Colby, C. DeLong, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

3. [17-1011](#) Consider Approving Disbursements totaling \$696,529.61  
Enactment No: M2017-100
4. [17-1012](#) Consider Approval of Election Judge Appointments, Pay and Absentee Ballot Boards for the 2017 Special Election  
Enactment No: M2017-101
5. [17-1013](#) Consideration of Mayoral Appointment to Planning Commission/Zoning Board of Appeals.  
Enactment No: M2017-102
6. [17-1014](#) Approve Costs for Councilor Nakasian to attend the 2017 NLC City Summit  
Enactment No: M2017-103
7. [Res. 2017-073](#) Consider Resolution Approving “Art in Public Places Policy” as a “Council Policy” for the City of Northfield, Minnesota.
8. [17-1015](#) Approval of Grant application process for SEMAC Grant for Sidewalk Poetry, 2018 by the Arts and Culture Commission  
Enactment No: M2017-104
9. [17-1016](#) Consider Grant Application process for 2018 SEMAC Grant by the Northfield Public Library for the Northfield Poet Laureate  
Enactment No: M2017-105
10. [17-1017](#) Consider approval of updated policies for the Employee Handbook.  
Enactment No: M2017-106
11. [Res. 2017-072](#) Consideration to Accept Public Improvements and Accept Final Payment - Storm Sewer Improvements - TK Properties Woodley Townhomes
12. [Res. 2017-074](#) Consideration to Accept Public Improvements and Accept Final Payment - WWTP Ultra Violet Disinfection Replacement Project.

## OPEN PUBLIC COMMENTS

*Phillip Spensley, 505 Lincoln Str. N., noted he serves on the CVB and and thanked the Council for approving the grant application request for the Arts & Culture Commission sidewalk poetry project. Noted there are a total of 66 poems in 250 locations around town. Stated all residents say yes when asked about having a poem in front of their*

home. Thanked Council & staff for following through with the project.

Mark Gleason, Vice Chair of Arts & Culture Commission (ACC), noted ACC recently met to review goals and set new goals. Thanked Council for approving the Art in Public Spaces policy. Noted the ACC will be engaged in arts planning with 8 other communities through funding by a grant by Arts Midwest. Thanked Council for grant application approval for sidewalk poetry and the poet laureate program.

## REGULAR AGENDA

17. [17-1020](#)

Update on the Northfield Depot and Transit Hub Access Plans.

*Public Works Director/City Engineer Bennett introduced this item and answered questions posed by Council.*

18. [17-1021](#)

Consider Approving Strategic Plan (2018-2020) Report.

*City Administrator Martig introduced this item and answered questions posed by Council.*

*Victor Summa, 812 St. Olaf Ave., spoke regarding the strategic plan being general. Asked when Council would be dealing with issues that are undone. Asked whether Municipal ID has made it to the strategic plan.*

*C. Colby left the meeting at 6:44 pm.*

**A motion was made by Council Member Peterson White, seconded by Council Member Zweifel, to approve the Strategic Plan (2018-2020) Report. The motion carried by the following vote:**

**Yes:** 5 - C. DeLong, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

**Not Present:** 1 - C. Colby

Enactment No: M2017-107

13. [17-1018](#)

Consider Amending Resolution Previously Adopted for the 2017 Street Reclamation Project Assessments.

*Public Works Director/City Engineer Bennett introduced this item. City Administrator Martig reviewed the procedural issue from the last meeting.*

*Victor Summa, 812 St. Olaf Ave., asked if the Mayor will lead a discussion about this issue and spoke regarding point of order and appeals of decision at meetings.*

*Don McGee, 710 Highland Ave., suggested there are many variables affecting assessments. Stated it may be less confusing and debatable if the Council would create a fixed assessment amount and scale other properties from it.*

**A motion was made by Council Member DeLong, seconded by Council Member Ness, to amend Resolution 2017-068 - Adopting Assessments for 2017 Street Reclamation Project 2017 STRT-A36 previously adopted by adjusting the assessment roll for 1912 Sibley View Lane, 2000 Sibley View Lane, 2004 Sibley View Lane, 2008 Sibley View Lane from \$4,640 to \$4,500 and 1904 & 1908 be adjusted using \$58/ff on the actual front footage measured at the property line. The motion failed by the following vote:**

**Yes:** 2 - C. DeLong, and C. Ness

**No:** 3 - C. Peterson White, C. Zweifel, and Mayor Pownell

**Not Present:** 1 - C. Colby

## Recess

*The City Council took a five minute break at 7:06 pm. The meeting resumed at 7:12 pm.*

### 14. [17-1019](#)

Consider approving concepts for the 2018 Division and Seventh Street Reconstruction and Washington Street Overlay projects

*Public Works Director/City Engineer Bennett introduced this item and answered questions posed by Council. Hannah Pritchard, Toole Design Group, reviewed the proposed design and concepts for the project. Ms. Pritchard answered questions posed by Council.*

*C. Colby returned to the meeting at 7:14 pm.*

*Dan Christophersen, NAPA Auto Parts Store, noted he was encouraged by the information presented at the meeting related to the options for change. Thanked staff for their work. Stated his concerns about losing 27 parking spaces near 7th/Division Street with preferred plan. Noted pressure for parking on Division Street. Stated he was also concerned with semi truck traffic and safety. NAPA receives a lot of truck deliveries every day. Noted it will be important for customers to be able to access the store during construction process.*

*Will Schroeer, 206 Winona Str., addressed benefits of complete streets, including data on collisions and injuries declining with safer streets. Stated safer streets will lead to a better economy. Noted attendance at street design meeting hosted by Rice County. Pleased to see plans do much to further the City's plans and goals. Stated he observed during the Defeat of Jesse James Days people find places to park even when parking is taken away. Urged Council to adopt the plans. Thanked staff for their work.*

*Don McGee, 710 Highland Ave., spoke regarding Senior Housing at 7th and Water Street and many who moved to this location for easy access to downtown. Stated that 7th Street from the Senior Housing location to Division is tough for pedestrians. Asked Council to consider expanding the project to Water Street. Asked Council to figure out how people with limited mobility can get from Wells Fargo to Econo and other places downtown.*

*Howie, Eco Gardens, stated the safest thing for elderly or kids is to install stop signs. Noted he observes and has helped many people cross the street every day. Stated he could get signatures on a petition regarding the difficulty with crossing at Division and 6th Street. Feels stop signs are needed to make people stop.*

*Jeni Holt, Eco Gardens 600 Division, noted they have been through construction before and staff does a good job. Concerned about lack of stormwater opportunities and permeable space. With the current plan, they are losing the boulevard that is permeable and catches run off from watering before the storm drain. Asked to have something put back to retain area as grass or landscaping to catch water rather than have it go into the storm drain.*

*Alice Thomas, 418 College, endorsed the complete street concepts that have been proposed. Spoke in support of the trial area at Washington and Fifth. Stated she uses this intersection at least once per day and feels better about the intersection as a pedestrian, biker and motorist. Noted many children were puzzled by the poles. However, after they are taught about crossing they now cross comfortably.*

*eComment received from Dan Christophersen, 108 7th Str. E., asking Council to maximize the number of parking spaces and change the proposed plans to allow for truck traffic to turn at Washington and 5th, 6th and 7th Streets.*

**A motion was made by Council Member Zweifel, seconded by Council Member Peterson White, to adopts the attached recommended design concepts for the Division and Seventh Street Reconstruction and Washington Street Overlay projects. The motion carried by the following vote:**

**Yes:** 4 - C. Colby, C. Peterson White, C. Zweifel, and Mayor Pownell

**No:** 2 - C. DeLong, and C. Ness

Enactment No: M2017-108

15. [Res. 2017-075](#) Consideration of Resolution Adopting a Proposed 2017 Tax Levy Payable in 2018, includes HRA & EDA.

*City Administrator Martig introduced this item and answered questions posed by Council.*

*Don McGee, 710 Highland Ave., noted repeatedly told Economic Development is needed to increase tax base, but the tax base has increased and taxes are still going up. Noted the second quarter financial report showed expenditures \$460,000 less than budgeted. Asked if report was wrong or if things are being double charged.*

*Victor Summa, 812 St. Olaf Ave., asked whether anyone understands the remarks made by Mr. McGee, the presentation and the impact on the community. He stated the information is very confusing and he doesn't understand it. Asked if Council understands the information.*

**A motion was made by Council Member Zweifel, seconded by Council Member Peterson White, to approve Resolution 2017-075 - Adopting a Proposed 2017/Payable 2018 Tax Levy with a 9% increase.**

**A motion was made by Council Member Peterson White, seconded by Council Member Colby, to amend the motion to a 8.5% increase. The motion carried by the following vote:**

**Yes:** 4 - C. Colby, C. Peterson White, C. Zweifel and Mayor Pownell

**No:** 2 - C. DeLong, C. Ness

**The motion on Resolution 2017-075 - Adopting a Proposed 2017/Payable 2018 Tax Levy as amended with a 8.5% increase carried by the following vote:**

**Yes:** 4 - C. Colby, C. Peterson White, C. Zweifel, and Mayor Pownell

**No:** 2 - C. DeLong, and C. Ness

**Extend Meeting**

**A motion was made by Council Member Peterson White, seconded by Council Member Colby, to extend the meeting by 5 minutes. The motion carried by the following vote:**

**Yes:** 4 - C. Colby, C. Peterson White, C. Zweifel, and Mayor Pownell

**No:** 2 - C. DeLong, and C. Ness

- 16. [Res. 2017-076](#)** Consideration of a Preliminary General Fund Budget and Establishing a Date and Time for the Public Hearing.

*City Administrator Martig introduced this item.*

**A motion was made by Council Member Zweifel, seconded by Council Member Peterson White, to approve Resolution 2017-076 - Adopting a Proposed 2018 General Fund Budget and Setting the Date and Time for the Public Hearing with a 8.5% increase. The motion carried by the following vote:**

**Yes:** 6 - C. Colby, C. DeLong, C. Ness, C. Peterson White, C. Zweifel, and Mayor Pownell

## **ADMINISTRATORS UPDATE**

*City Administrator Martig reviewed upcoming agenda items, the charter amendment, and thanked the Defeat of Jesse James Days committee and the Police and Public Works employees for their work on the celebration.*

- 19. [17-1022](#)**

## **ADJOURN**

**The meeting adjourned at 9:05 pm.**